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Executive Overview of the California State Personnel Management System



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EXECUTIVE SUMMARY

Executive Branch Agencies

The Department of Personnel Administration (DPA) is the central agency for administration of State non-merit personnel functions including salaries, benefits, deferred compensation, position classification, training, collective bargaining, and labor law. Other Executive Branch agencies commonly interfacing with the Department are the State Personnel Board (SPB), Department of Finance (DOF), Department of General Services (DGS), State Controller's Office (SCO), Public Employees Retirement System (CalPERS), and the Public Employment Relations Board (PERB).

Employees

Civil Service provisions on hiring, promotion, and tenure cover the vast majority of employees. Of the 217,000 Civil Service employees, approximately 1,300 hold appointments in the Career Executive Assignment (CEA) category. CEAs are high administrative and policy-influencing positions. In addition, State departments are authorized one or more positions that are exempt by law from the Civil Service. Exempt positions are specified by statute within the definitions of Article VII of the California Constitution.

Labor Relations

DPA, as the Governor's representative on labor relations matters, negotiates wages, hours, and other working conditions covering represented employees. There are approximately 177,000 represented employees in 21 bargaining units.

Exempt Compensation and Leave

Elected officers and exempt appointees whose salaries are set by statute (e.g., directors) receive an annual salary. With the exception of full-time board and commission members, these officers neither accrue nor use leave. When they are away from work (e.g., vacation), their regular salary continues. Other exempts are eligible for the same time off as Civil Service employees. Full-time board and commission members are subject to a separate paid leave program (Annual Leave).

Benefits

CalPERS administers retirement, health, and long-term care benefits for State employees. DPA administers a variety of additional benefits including dental and vision insurance; disability programs; employee assistance (counseling); flexible spending plans for health and dependent care; deferred compensation program (401k and 457 plans); and a legal service plan.

Training

DPA acts as a leader and a resource to departments for training services providing a diverse curriculum of training classes statewide, disseminates training information; provides guidelines and State Training Policy; and provides consultation to departments to enhance training program efficiency and economy.

Retirement

All Civil Service employees and the majority of exempt employees are covered under the Public Employees' Retirement System (CalPERS) and are eligible for retirement, death, and disability benefits. In addition, employees appointed by the Governor have the option to be members of CalPERS. Benefits payable from CalPERS are determined by the membership category in which members accrue service.

DEPARTMENT OF PERSONNEL ADMINISTRATION

The Department of Personnel Administration (DPA) is the central agency for the administration of State Executive Branch “non-merit” personnel functions including salaries, benefits, deferred compensation, position classification, training, collective bargaining, and labor law.

Labor Relations Division – DPA represents the Governor and the State management position in negotiations with the exclusive representatives of the collective bargaining units. Contract issues include wages, hours, and working conditions for represented employees.

Legal Division - The Legal Division represents the Governor, DPA, and other State agencies and departments in all labor relations, personnel, and employment matters including wage and hour claims, discipline, and appeals. The division also serves as the in-house fiduciary counsel to the Savings Plus Program and DPA’s Benefits Division.

Policy and Operations Division - The Policy and Operations Division consists of two programs. The Classification and Compensation Program provides services to departments in such areas as job classification, salary and leave administration, layoff coordination, service and seniority determinations, and general human resource consultation. The Policy Development Office is responsible for program development, human resource program research, substance abuse testing policies, bargaining support, State employee travel and relocation regulations, DPA laws and regulations, and staff support to the California Citizens Compensation Commission.

Benefits Division - The Benefits Division administers the State employee benefit package (except for pension, health, and long-term care insurance). DPA-administered benefits include dental and vision insurance, life insurance, legal services, and other insurance programs; flexible spending accounts; employee assistance (counseling); workers compensation; disability and return-to-work programs; safety/wellness; award programs; and pre-tax parking reimbursement.

Savings Plus Program - This DPA-administered program provides employees the opportunity to invest in a 401(k) and/or 457 plan using tax-deferred income.

Administration Division – The Administration Division provides staff support to DPA offices. Division programs include Fiscal, Human and Departmental Services, and Information Management Systems.

Training Division - The Training Division provides training and a variety of consultant services through the State Training Center and Pre-Qualified Consultant Services.

OTHER EXECUTIVE BRANCH AGENCIES

State Personnel Board - The State Personnel Board (SPB) oversees merit system hiring and promotion, examining techniques to rank and select qualified applicants, and appeals on medical issues, adverse actions, and discrimination complaints. SPB administers the Equal Employment Opportunity Program.

Department of Finance - The Department of Finance (DOF) advises the Governor on Administration fiscal policies and programs including development of the State budget; fiscal policy/advice; fiscal resources; fiscal/program performance data and systems; and annual department budget review.

Department of General Services - The Department of General Services (DGS) is the State's business manager providing planning, acquisition, construction and maintenance, architectural; purchasing, printing, administrative; contract; telecommunications; and transportation services. In addition, DGS is represented on several State boards and commissions. DGS oversees the allocation of bond monies for the building and rehabilitation of schools and adjudication of claims.

State Controller's Office - The State Controller's Office (SCO) is responsible for payroll, employment records, public funds fiscal controls; financial operations and reporting; collection of monies due; tax administration; fiscal assistance and guidance to local government; unclaimed property administration; and check writing. The State Controller also serves as fiscal agent for the State on several boards and commissions.

Public Employees Retirement System - The Board of Administration of the Public Employees' Retirement System (CalPERS) administers retirement and health benefit programs for eligible State and local employees. Members of the Board include five employee representatives, a retired member, two Governor appointees, a public member appointed by the Legislature, and four Ex Officio members who represent DPA, SPB, the State Controller, and the State Treasurer.

Public Employment Relations Board - The Public Employment Relations Board oversees labor law processes for California public employers including the State of California as an employer. The PERB serves as the third-party neutral and rules on disputes between parties.

CLASSIFICATIONS AND APPOINTMENTS

Civil Service

There are approximately 189,000 full-time, 5,000 part-time, and 23,000 intermittent or "on call" Civil Service employees. As outlined below, Civil Service provisions on hiring, promotions, and tenure cover the vast majority of employees. Each Civil Service employee is assigned to a job classification. These classifications make up the State classification plan and are the basis for Civil Service examining, salary administration, layoff and status determinations, and collective bargaining unit assignments. Each classification is described in a "specification," which includes a definition of the class, typical tasks, and minimum qualifications required to compete in Civil Service exams for the class. Eligibility for appointment to a Civil Service position is established through Civil Service examination.

Employment List Eligibility

Individuals who successfully participate in a competitive examination and are selected for hire fill the vast majority of positions in Civil Service. The names of successful competitors are placed on an "employment list" or "eligible list" in the order of their relative examination scores, and their names are sent to the department when needed. The establishment and use of Civil Service employment lists are governed by statute and rules administered by SPB. SPB has delegated to most State departments the authority to administer examinations and establish lists of eligible candidates.

Recruiting and Interviewing

Civil Service positions are filled from an eligible list, employee transfer, or reinstatement of an employee who previously served in the class. Vacant positions are advertised within the department and often in other State departments. Expenses may be paid to bring candidates in to interview. Job interviews may be structured or informal.

If the State is in a layoff situation, DPA implements a specialized process (called "State Restriction of Appointments," or SROA) that departments must adhere to when filling Civil Service positions.

Career Executive Assignments

Of the 217,000 Civil Service employees, about 1,300 are in the Career Executive Assignment (CEA) category. CEAs are high administrative and policy-influencing Civil Service employees responsible for managing a function or rendering high-level management advice. CEAs are distinguished from other Civil Service positions by lack of tenure. CEAs may be terminated without fault following a 20-day written notice. The CEA category provides continuity of management from one administration to the next and many CEAs serve under several consecutive administrations. CEAs are usually appointed from Civil Service positions and sometimes legislative or exempt positions. Employees appointed from Civil Service have a mandatory right of return to Civil Service upon termination.

Exempt Appointments

Most State departments are authorized one or more positions that are exempt by law from Civil Service. Exempt positions are specified by statute within the limits prescribed by Article VII of the California Constitution. Exempt positions are not subject to Civil Service laws and rules and are usually high-level positions such as director, chief deputy, and deputy directors appointed or approved by the Governor and serving at the pleasure of the appointing authority. The exempt classification plan consists of several managerial salary levels and additional supervisory/administrative levels.

Personal Services Contracts

The Civil Service Act gives departments the option of contracting out for personal services for special needs or under certain conditions to achieve savings. Departments may contract out when the work to be performed requires skills, facilities, or equipment that is unavailable within Civil Service or when the work is so urgent, occasional, or temporary that it is not feasible to use Civil Service employees. Some work is contracted out where there are significant savings. To ensure compliance with constitutional Civil Service requirements, contracting out may not result in Civil Service employees being laid off, demoted, or transferred. Individual bargaining unit contracts also contain contracting out provisions.

COMPENSATION

Represented Employees (Rank and File)

DPA has negotiated wages, hours, and other working conditions covering represented employees. The Public Employment Relations Board (PERB) has placed approximately 177,000 employees in 21 different bargaining units. In order for contracts to be implemented, the Legislature must ratify negotiated contracts when the expenditure of new funds is required. Attachment A shows collective bargaining units and the numbers of employees represented by each unit.

Employees Excluded from Bargaining (Management and Related)

DPA meets and confers with organizations representing supervisors regarding wages, hours, and working conditions. Although DPA obtains input from these organizations, it does not negotiate labor contracts for supervisors nor reach formal agreements. DPA sets salaries for all managerial, supervisory, and confidential employees, and for all other Civil Service positions that have been excluded from collective bargaining. DPA also adjusts salaries for other positions exempt from State Civil Service unless the salaries are set by statute.

Salary Ranges and Merit Salary Adjustments (MSAs)

Civil Service classes have salary ranges with minimum and maximum rates. Typically, employees are appointed to the minimum rate and after 12 months of satisfactory performance receive a one-step (5%) salary adjustment until they reach the maximum salary rate for the class.

Supervisory Bonus

Department directors may award cash bonuses to supervisors for outstanding job performance. This program is designed to give maximum discretion to department directors. Neither DPA nor other central agency approval is required for bonus awards. Under the bonus program, a limited percentage of a department's supervisors may receive a bonus each year ranging from \$250 to \$750, depending on the number of awards given.

Premium Pay

Premium pay differentials are provided for special skills or abilities (e.g., flight pay, bilingual pay, night or evening shifts, recruitment and/or retention at specific geographic locations, professional competency, and achieving or maintaining physical fitness standards). Eligibility for pay differentials is determined by class, position, and collective bargaining agreement. Not all employees in a class or a department may be eligible for a differential.

Overtime

Represented State employees generally work 8-hour days and 40-hour weeks. There are some special shifts and exceptions may be made. For example, some departments have flexible work schedules such as "9/80 or 4/40." These employees work longer days but fewer days per pay period. It is State policy to avoid overtime where possible, but overtime may be ordered to carry on State business during peak work periods or when there is a shortage of qualified employees. Overtime is regulated by the Federal Fair Labor Standards Act (FLSA) for the majority of State employees and requires premium cash or compensating time off for hours worked.

BENEFITS

Health Benefits

CalPERS administers health benefits for State and many local government employees under the Public Employees' Medical and Hospital Care Act. CalPERS currently offers three HMO plans, three employee association plans, and two self-funded preferred provider plans (PERSCare and PERSChoice). The State negotiates the employer's health benefit contributions for represented employees as part of the collective bargaining process. DPA determines the contribution amount for employees excluded from bargaining.

Dental Benefits

The State offers employees a choice of three types of dental plans: indemnity, preferred provider, or pre-paid. There also are three union-sponsored plans. The State's contribution toward employees' premiums is set through collective bargaining or, in the case of employees not covered by bargaining, DPA sets the contribution amount. Currently, employees enrolled in the indemnity and PPO plans pay a share of the monthly premium; the State pays 100 percent of the premium for the three pre-paid plans.

Vision Care

The State provides vision care coverage to State employees and their eligible dependents. Enrollment for most eligible employees is automatic. Coverage includes a comprehensive eye exam and frames/lenses once each year, if needed. The State's contribution toward employees' premiums is set through collective bargaining or, in the case of employees not covered by bargaining, DPA sets the contribution amount. Currently, the State pays the full premium; however, a \$10 deductible for the exam and a \$25 deductible for materials (i.e., frames/lenses) is required at the time service is rendered.

Consolidated Benefits (CoBen)

Under CoBen, the State provides one combined amount toward the employee's health, dental, and vision benefits. All excluded employees receive a CoBen allowance; participation by represented employees is determined through collective bargaining (currently, seven bargaining units participate in CoBen). If the combined cost of an employee's health, dental, and vision benefits is less than the allowance, the excess money is included in the employee's paycheck as taxable cash. If the combined cost exceeds the allowance, the employee pays the difference, reflected as a pretax deduction on the monthly paycheck.

Cash Options

Employees who have health and/or dental coverage through another source, such as a spouse, may opt to receive taxable cash in lieu of their health/dental benefits.

Life Insurance

The State provides employer-paid life insurance for employees excluded from collective bargaining. Managers receive \$50,000 and other excluded employees receive \$25,000 of coverage. This benefit is in addition to survivor benefits provided through CalPERS.

Long-Term Disability

DPA offers Long-Term Disability (LTD) insurance to active State employees excluded from collective bargaining. The plan is coordinated with other sources of disability income (e.g., CalPERS disability retirement, Workers' Compensation, Social Security, etc.) to provide income replacement up to 65 percent of the employee's gross salary after six months of disability. The plan is voluntary. The premiums are fully paid by the enrollee.

Long-Term Care

CalPERS offers Long-Term Care (LTC) insurance to active members and retirees. LTC insurance provides cash benefits to enrollees who require nursing home or home care assistance to perform the activities of daily living (non-medical activities such as dressing, bathing, eating, etc.). The plan is voluntary. The premiums are fully paid by the enrollee.

Non-industrial Disability Insurance/State Disability Insurance

Most State employees are covered by Non-industrial Disability Insurance (NDI), which provides up to \$135 per week for 26 weeks during an injury or illness that is not work related. Exception: Employees under the Annual Leave Program are eligible for Enhanced NDI, which pays 50 percent of their gross pay for qualified disability periods. Some bargaining units have negotiated for State Disability Insurance (SDI) coverage in lieu of NDI; this benefit will take effect once the State Controller's Office completes the needed changes to its computer system, which it estimates will take 18 months.

Group Legal Services

Group Legal Services is a voluntary, employee-paid plan that covers common personal legal issues. The plan provides a toll-free legal hotline, preventive services, and full coverage when a plan attorney is used for wills, domestic matters, adoptions, bankruptcy, juvenile court proceedings, consumer protection, real estate transactions, and defense in civil actions, misdemeanors, or traffic charges.

Employee Assistance Program (EAP)

EAP is available to provide short-term counseling for employees and eligible dependents experiencing

problems related to stress, marital issues, family concerns, chemical dependency, legal matters, financial difficulties, dependent care, or other personal issues. In addition, management can recommend an employee use the program to rectify unsatisfactory job performance if they suspect off-the-job issues are causing the decline in performance.

FlexElect Reimbursement Accounts

The FlexElect program allows eligible State employees to use monthly pre-tax payroll deductions to reimburse out-of-pocket health-related expenses for the employee and eligible dependents, as well as dependent care costs, up to a specified limit. Employees must "use or lose" the money in their reimbursement accounts to avoid forfeiting it to the FlexElect forfeiture account. The deadline to submit reimbursement claims is six months after the end of the plan year. Enrollment, which is voluntary, is on a calendar year basis.

Travel and Relocation

Excluded employees who are required to travel away from their normal work location on State business are covered by travel/accident insurance up to \$150,000.

The State reimburses employees for authorized travel and relocation expenses, subject to DPA rules and collective bargaining agreements. Portions of an employee's travel reimbursements may be taxable, and most relocation reimbursements are taxable income. Employers must report taxable income when a taxable reimbursement is paid and withhold state and federal taxes on major relocation reimbursements.

Worksite Wellness

DPA assists State departments in conducting worksite wellness activities. These voluntary activities are designed to promote the health and wellness of State employees.

Workers' Compensation

DPA, on behalf of the State employer, administers a Master Agreement with the State Compensation Insurance Fund to handle workers' compensation claims by State employees. The majority of the State's agencies, boards, and commissions participate in the Master Agreement. DPA's Workers' Compensation and Safety Unit monitors the cost and effectiveness of the workers' compensation program for State employees and provides training for Return-to-Work Coordinators.

Rural Health Care Equity Program

State employees and retirees living in areas not served by a CalPERS HMO plan receive reimbursement under this program for the cost of their deductibles, co-insurance, and a portion of their premium. This program is scheduled to sunset January 1, 2005, under current statute.

Pre-tax Parking Reimbursement

This program allows employees to specify a pre-tax paycheck deduction to pay their out-of-pocket parking fees related to their State job (up to \$195/month).

TIME OFF

Statutory Exempt Employees

Elected officers and exempt appointees whose salaries are set by statute (e.g., department directors) receive an annual salary for all time worked. With the exception of full-time board and commission members, these officers do not accrue or use leave. When they are away from work (e.g., vacation), their regular salary continues. Other exempts are eligible for the same time off described below for Civil Service employees. Full-time board and commission members receive Annual Leave (described below).

Vacation Accumulation for Civil Service Employees

Non-represented employees earn 7 to 16 hours vacation credit each month, depending on their years of service. Non-represented employees may carry over up to 640 hours of vacation each year. Represented employees, whose vacation benefit is included in their bargaining unit contracts, earn 7 to 15 hours/month.

Annual Leave

This program allows for the replacement of traditional vacation and sick leave credits with annual leave credits that may be used for either purpose. The maximum annual leave an employee may earn per month is 20 hours and the maximum carry-over on January 1 of each year is 640 hours. There is an enhanced non-industrial leave benefit associated with annual leave. Eligible employees include managers, supervisors, confidential, most exempt employees, and certain represented employees.

Sick Leave

Full-time employees excluded from bargaining, except those in annual leave, accrue eight hours of sick leave after each month worked. Sick leave hours may be accumulated and carried over each year. Full-time represented employees, whose sick leave is governed by their bargaining unit contracts, also accrue eight hours of sick leave per month.

Holidays

Employees are entitled to holidays on January 1, 3rd Monday in January, February 12, 3rd Monday in February, March 31, 4th Monday in May, July 4, 1st Monday in September, 2nd Monday in October, November 11, Thanksgiving Day and the day following, and December 25. Generally, if a holiday falls on Sunday, employees get Monday off. If it falls on Saturday, employees get a holiday credit (except for Nov. 11, in which case employees get the preceding Friday off).

Personal Holiday

Permanent employees are entitled to one personal holiday per fiscal year.

Transfer of Leave Credits

The Catastrophic Leave Program permits an employee to transfer leave credits (except sick leave) to another employee whose illness or injury is expected to incapacitate the employee or a family member and that creates a financial hardship. Leave donations may cross department lines, but generally a represented employee may not donate to an excluded employee designated managerial or supervisory. Leave credits (other than sick leave) may also be transferred between family members for their own serious medical condition, or to care for eligible family members who have a serious medical condition. Under this program, the employee does not have to suffer a financial hardship to be eligible.

Bereavement Leave

Excluded employees are eligible for bereavement leave for the death of a family member or other person residing in the employee's household. Bereavement leave can be up to 3 days (up to 5 days for leave at an out-of-state location). Bereavement leave for represented employees is governed by their respective bargaining unit contract.

Jury Duty

Time off with pay is granted to all employees serving jury duty if the fee for jury duty, excluding any travel money, is remitted to the State. If the fee for jury duty is not remitted to the State, the time off will be charged to vacation, annual leave, or compensating time off.

Mandatory and Permissive Leaves

A mandatory leave of absence (up to one year) is provided when proper documentation is submitted for the following reasons: educational leave (required by law for some classes); pregnancy, childbirth and related conditions; and adoption/parental leave. Military leave (up to five years) is granted when proper documentation is submitted. A permissive leave of absence (up to one year) may be granted for various reasons including education, illness, or family illness or obligation. Departments may approve extensions to leave when unusual circumstances warrant such action. Other types of permissive leave include Family Crisis Leave and Family Activity Leave, which allow employees time off, subject to operational need and reasonable notice, for various reasons. For Family Crisis Leave, employees use leave credits, including sick leave. For Family Activity Leave, employees use leave credits other than sick leave.

Family Leave

The federal Family and Medical Leave Act and the California Family Rights Act entitle eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for birth, adoption, or foster care placement of a child; to care for a parent, spouse, or child who is seriously ill; and/or for the employee's own serious illness. The employer must maintain the employee's health, dental, and vision coverage (with State contributions) while an employee is on unpaid leave under these provisions. Employees retain existing entitlements to leaves provided under state laws, rules, and bargaining agreements that exceed FMLA/CFRA provisions.

Personal Leave Program

The Personal Leave Program (PLP) provides leave time in lieu of salary. This salary reduction program helps to lower State payroll costs. Currently it is mandatory for most State employees, who receive one day of additional leave per month in exchange for a 5% pay reduction. After the mandatory period expires, voluntary PLP is also available to permanent, full-time employees who are excluded from collective bargaining and represented employees whose bargaining unit contracts contain this provision.

TRAINING

DPA is a leader and resource to departments for training. DPA offers a diverse curriculum of classes; disseminates training information through Departmental Training Officers, conferences, and other events; and issues guidelines and State training regulations. DPA also offers Pre-Qualified Consultant Services to assist State departments in such areas as team-building, facilitation, customer service, strategic planning, and operational planning.

Departments must follow bargaining unit agreements and DPA training regulations, as well as the laws that govern State training. Some of the various training mandates are listed on the next page.

Supervision

The Government Code requires all employees newly appointed to supervisory positions attend a minimum of 80 hours of specific training within the term of their probation or within 12 months of the promotion.

Sexual Harassment

Federal mandates require and some collective bargaining agreements identify sexual harassment training for State employees as a high priority.

Driving/Safety Training

Employees who drive on official State business should attend an approved defensive driver training course at least once every four years. The DGS Office of Insurance and Risk Management provides training that meets this requirement. In addition, statutory mandates and collective bargaining agreements may require defensive driving training and specific types of safety training, especially in hazardous or high-risk occupations.

DISCIPLINE AND LITIGATION

Matters Before the PERB

DPA by statute is the State employer's representative with respect to any matter (e.g., unfair labor practice, unit determinations) before the Public Employment Relations Board.

Grievance and Arbitration Process

Represented employees and their unions may grieve most matters incorporated in collective bargaining agreements. Grievance procedures are set forth in collective bargaining agreements. The Legal Division represents the employer at arbitration hearings. DPA and the union select the arbitrator and place of arbitration. Arbitrations are informal hearings but decisions are binding with respect to interpretation of contract terms. While discipline is generally the purview of the SPB, some labor agreements have language that allows discipline to be arbitrated (currently under appeal to the California Supreme Court).

DPA/SPB Appeals

DPA has jurisdiction over appeals from resignation, transfer for the purpose of punishment or harassment, layoff, merit salary adjustment (MSA), out-of-class work, and performance evaluation. Some matters are also included in collective bargaining agreement provisions. SPB hears appeals on formal discipline, exams, discrimination, medical actions, and other Civil Service matters. In some cases, collective bargaining agreements have established alternatives to the standard SPB appeal processes (currently under appeal to the California Supreme Court).

Legal Representation

The Attorney General represents the State in most court matters. However, DPA has statutory authority to represent itself and other State agencies in arbitration and unfair labor practice hearings, administrative proceedings, and civil actions ranging from labor-management disputes to other personnel matters. In addition, DPA represents agencies in adverse action appeals before SPB and in subsequent court actions arising from these appeals.

RETIREMENT

Retirement Programs

All Civil Service employees and the majority of exempt employees are covered under the Public Employees' Retirement System (CalPERS) and are eligible for certain retirement, death, and disability benefits. In addition, employees directly appointed by the Governor have the option to be covered under CalPERS. Benefits payable from CalPERS are determined by the membership category in which members accrue service. The following is a brief description of the largest retirement categories for State members.

Miscellaneous Category

The majority of State employees are in the miscellaneous category and are covered by Social Security. Employees hired prior to January 1, 1985, were required to become members under the First Tier Plan. State employees in the First Tier receive 2 percent of final compensation for each year of service at age 55. Employees in the Second Tier receive 1.25 percent of final compensation for each year of service at age 65. "Final compensation" is the employee's highest average full-time monthly pay rate for a one-year period. CalPERS publishes detailed booklets on each plan.

Peace Officer/Firefighter Category (POFF)

This category consists of employees in Bargaining Units 6, 7, and 8 who are full-time Peace Officers/Firefighters or related supervisor/manager classes. POFF members are excluded from Social Security coverage. POFF employees in Units 6 and 8 receive 3 percent of final compensation for each year of service at age 55; POFF employees in Unit 7 receive 3 percent at age 50. Employees in the POFF category have their retirement benefits limited to 90 percent of compensation.

Patrol Category

Uniformed officers who work for the California Highway Patrol are members of the patrol category. Patrol members are excluded from Social Security coverage. A patrol employee receives 3 percent of final compensation for each year of service at age 50, not to exceed 90 percent.

Safety Category

Employees are designated in this category if they meet certain statutory criteria, which takes into account the employee's level of direct contact with and responsibility for inmates, Penal Code offenders, or youthful offenders in a State facility. Safety employees receive 2.5 percent of final compensation for each year of service at age 55, not to exceed 80 percent.

Savings Plus Program (Deferred Compensation)

Through DPA's Savings Plus Program, the State offers two deferred compensation plans for its employees: a 401(k) plan and a 457 plan. Both are voluntary plans that permit State employees to defer receiving a portion of their salary, as well as payroll taxes on these amounts, until the funds are withdrawn, generally during retirement. The deferred amounts may be deposited into several types of investment options. Funds are paid to participants upon their retirement, separation from service, or in the event of a dire financial emergency.

Part-Time, Seasonal, and Temporary Retirement Program

The Savings Plus Program also administers the Part-Time, Seasonal, and Temporary retirement program for employees who are not covered by Social Security and are excluded from membership in CalPERS. Enrollment in the PST program is automatic for eligible employees, from whom 7.5 percent of gross wages are withheld pre-tax and held in trust. Funds may be withdrawn upon separation from employment or when the employee becomes CalPERS eligible.

SPECIAL PROGRAMS

Awards

DPA administers three employee award programs: the Medal of Valor, Superior Accomplishment Awards, and the Employee Suggestion Program. The Medal of Valor is presented by the Governor to State employees who risk their life or safety to save human life or property. The Superior Accomplishment Award recognizes outstanding individuals or teams who make an exceptional contribution to improving state government; the award, ranging in value from \$25 to \$500, consists of a framed certificate, gift, and/or cash. Under the Employee Suggestion Program, employees who submit ideas that result in significant savings to the State and/or improve safety or operations are eligible for cash awards ranging from \$50 to \$50,000. (Legislative approval is required for awards above \$5,000.)

Drug Testing

State employees are required to be free from drug and alcohol impairment while in the workplace. Departments may require that employees in safety-sensitive positions be tested for drugs and alcohol when there is reasonable suspicion they are under the influence. DPA has designated 60,000 safety-sensitive positions in law enforcement, fire suppression, correctional, medical, and equipment operations. Departments may do pre-employment drug testing for safety-sensitive jobs. Candidates testing positive are not hired and are prohibited from reapplying to sensitive positions for a specified period. Federal regulations require random and other substance testing for employees who are commercial drivers.

Interagency and Interjurisdictional Exchanges

Temporary assignments may occur between agencies or jurisdictions in order to provide training to employees, obtain expertise to meet a compelling program or management need, or facilitate an employee's return-to-work. Exchanges outside the State may not exceed four years; internal exchanges may not exceed two years.

FOR MORE INFORMATION OR ASSISTANCE

DPA's Web site is at www.dpa.ca.gov. Use the "Contacts" link to locate e-mail addresses to provide feedback or ask for information. You also may call or fax questions to any of the following DPA offices.

<u>Office</u>	<u>Phone</u>	<u>Fax</u>
Benefits	(916) 322-0300	(916) 322-3769
Classification & Compensation	(916) 324-9381	(916) 327-1886
Labor Relations	(916) 324-0476	(916) 322-0765
Legal	(916) 324-0520	(916) 323-4723
Policy	(916) 324-9351	(916) 324-0524
Savings Plus	(916) 322-5070	(916) 327-1885
Training	(916) 445-5121	(916) 324-4050
DPA (TDD phone)	(916) 327-4266	

Attachment A**California State Employee Collective Bargaining Units
as of June 2004**

Bargaining Unit Number	Unit Description	Number of Employees*
1	Administrative, Financial and Staff Services	42,505
2	Attorney and Administrative Law Judges	3,447
3	Professional Educators and Librarians	2,254
4	Office and Allied	29,662
5	Highway Patrol	6,032
6	Corrections	29,396
7	Protective Services and Public Safety	6,974
8	Firefighters	4,477
9	Professional Engineers	9,920
10	Professional Scientific	2,610
11	Engineering and Scientific Technicians	3,497
12	Craft and Maintenance	11,140
13	Stationary Engineers	863
14	Printing Trades	554
15	Allied Services	4,448
16	Physician, Dentist and Podiatrist	1,532
17	Registered Nurses	3,877
18	Psychiatric Technicians	7,107
19	Health and Social Services/Professional	4,193
20	Medical and Social Services	2,568
21	Education Consultants and Library	652
	Total Represented Employees	177,708

* Includes full-time, part-time, and permanent intermittent employees.